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ABSTRACT

This guide identifies resource organizations, agencies, and federal publications that provide information on employment of and employment services for handicapped persons. The first three sections contain brief summaries of (1) programs to assist disabled persons in obtaining employment, (2) programs creating job opportunities for disabled persons, and (3) programs regulating policies concerning employment of disabled persons. Their services are described and addresses and/or telephone numbers are provided. In the case of local offices, information on how to contact the program is given. The fourth section for employers contains information on finding handicapped applicants, tax benefits for employers of disabled persons, and resources on architectural barrier removal. A section on information resources and technical assistance is divided into these areas: general, homebound disabled persons, relevant holdings of databases, statistics/surveys, and vocational rehabilitation. For each organization, agency, retrieval system, or database, this information is provided: address, telephone number, and a description that includes its focus, services, and publications. The publications section contains annotations of materials from federal sources. Costs and availability are cited. Appendixes provide addresses of state vocational rehabilitation agencies, governors' committees on employment of handicapped persons, and regional labor offices. (YLB)

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ED232022

Resource Guide

EMPLOYMENT OF THE HANDICAPPED

- Programs to Assist Disabled Persons in Obtaining Employment
- Programs Creating Job Opportunities for Disabled Persons
- Programs Regulating Policies Concerning Employment of Disabled Persons
- Information for Employers
- Information Resources and Technical Assistance

U.S. DEPARTMENT OF EDUCATION
Office of Special Education and Rehabilitative Services
Office of Information and Resources for the Handicapped

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INTRODUCTION

Since the passage of the Rehabilitation Act of 1973 and its landmark Sections 501 through 504, the awareness of and interest in the needs and concerns of handicapped persons in employment have increased dramatically. This has sparked an ever growing demand for information by disabled persons and their families, rehabilitation professionals, researchers, students, government officials, and employers.

What employment programs are available? What is the latest research concerning the successful rehabilitation of persons with various disabilities? What are the obligations of federal and local governments? These are only a few of the questions raised by persons working in this field.

Although this Resource Guide does not attempt to answer these questions fully (a task best left to the specialists in each area), it will, we hope, direct information seekers to resource organizations, agencies, and federal publications that will be of assistance.

The subject of handicapped persons in employment is a complicated one, and many factors (legal, psychosocial, philosophical, rehabilitational, and economic) interplay in this process. For many questions, there are no standard answers. Available services, information, and expertise vary widely among organizations and localities. "Reasonable accommodation" in one situation will not be so in another.

In preparing this Guide, a special effort has been made to identify information resources that disseminate materials concerned with the employment of homebound disabled individuals, since the relatively small amount of information on this topic is scattered and sometimes difficult to retrieve.

Due to the wide dissemination of this Guide, we have listed only those agencies and organizations that will provide information and services on a national scale. For more detailed information on local job opportunities, training programs, and information sources, it may be helpful to contact the state vocational rehabilitation agencies and the Governor's Committees on Employment of the Handicapped (see Appendixes A and B). Also, many state and local governments operate employment personnel offices, and many actively recruit handicapped individuals. However, as with other services, the hiring of handicapped persons by local governments varies widely throughout the country.

The publications section of this Guide is limited to materials from federal sources. However, many of the private organizations listed also disseminate useful books, reports, and pamphlets.

CONTENTS

	Page
Introduction	iii
Programs to Assist Disabled Persons in Obtaining Employment	1
Programs Creating Job Opportunities for Disabled Persons	7
Programs Regulating Policies Concerning Employment of Disabled Persons	9
Information for Employers:	
Finding Handicapped Applicants	13
Tax Benefits	13
Resources on Architectural Barrier Removal	14
Information Resources and Technical Assistance:	
General	15
Homebound Disabled Persons	17
Relevant Holdings of Data Bases	18
Statistics/Surveys	20
Vocational Rehabilitation	21
Federal Publications	25
Appendixes	
Addresses of State Vocational Rehabilitation Agencies	29
Addresses of Governor's Committees on Employment of the Handicapped	35
Addresses of the Regional Labor Offices	39

PROGRAMS TO ASSIST DISABLED INDIVIDUALS IN OBTAINING EMPLOYMENT

Rehabilitation Services Administration
Office of the Commissioner
Office of Special Education and Rehabilitative Services
U.S. Department of Education
Room 3523 Switzer Building
Washington, DC 20202
(202) 472-5296

Vocational Rehabilitation

Vocational rehabilitation is a joint federal-state program. All states have vocational rehabilitation agencies (see Appendix A) to help handicapped persons become employable by providing a wide range of services, financial assistance, and training.

Expenses borne by the program will vary widely from case to case and state to state. Individual cases are evaluated carefully. Each state's resources differ and are allocated according to guidelines of the state as well as recommendations of individual vocational rehabilitation counselors and administrators.

An individualized plan for rehabilitation is worked out for every eligible handicapped individual, through meetings of that individual and the counselors, to determine the individual's potential, existing skills, and other resources. During this process and throughout the rehabilitation, the program may provide a variety of services, including the following:

- A medical examination, to determine the extent of disability, one's suitability for employment, and specific medical help needed.
- Medical help to reduce or remove disability and improve or restore job performance. This help includes medical, surgical, psychiatric, and hospital services, and artificial limbs, braces, hearing devices, and eyeglasses needed on the job.
- Job training at trade schools, rehabilitation centers, or at home.
- Educational opportunities, including payment of college tuition and fees and other educational expenses as necessary, if college is required for the individual to be able to earn a livelihood.
- Financial assistance during the rehabilitation period for room and board, transportation, and other necessary assistance.
- Referral and job placement.
- On the job help, if needed, including expenses related to getting to the job or keeping a job.

The Federal Government provides extensive support to the states for vocational rehabilitation services. However, the services themselves are very individualized, and information useful to the individual must be sought at the state and local, rather than the federal level.

In many states, a separate commission (and in all other states a special vocational rehabilitation unit) deals specifically with services to blind persons. Staff of these units limit their caseloads to blind clients or serve as consultants on the blind to regular vocational rehabilitation counselors. They are trained to assist the blind client in learning skills of daily living, in mobility training, in filling out job application forms, and in other rehabilitation needs specific to the blind. These units may also provide funding for reader services for blind college students.

Special emphasis on rehabilitation services to the deaf has its origin at the federal level within the Rehabilitation Services Administration in the Office of Deafness and Communicative Disorders, Room 3416 Switzer Building, Washington, DC 20202. Telephone: (202) 245-0591 (voice or TDD). This office provides leadership and consultation to state agencies in developing rehabilitation programs and services for those persons suffering from deafness and communicative disorders. The ODCD also develops telecommunications and sensory or other technological aids and devices.

The Rehabilitation Services Administration maintains a specialist in deafness rehabilitation in each of the ten Department of Education regional offices, and sponsors numerous rehabilitation counselors for special training in working with deaf clients.

The Federal Government provides funds that help support the Helen Keller National Center for Deaf-Blind Youths and Adults at 111 Middle Neck Road, Sands Point, NY 11050. Telephone: (516) 944-8900 (voice or TDD). Individuals may contact the Center to explore eligibility for the rehabilitation programs.

Veterans Administration
810 Vermont Avenue, N.W.
Washington, DC 20420
(202) 393-4120

Vocational Rehabilitation for Disabled Veterans

Vocational rehabilitation for disabled veterans trains veterans with service-connected disabilities in order to assist them in securing competitive employment. Training is available, including the entire cost of tuition, books, fees, and other training and schooling supplies. During training, and for two months following rehabilitation, a veteran is paid a subsistence allowance in addition to his disability compensation.

The Veterans Administration also conducts an extensive amount of research in rehabilitation related areas such as rehabilitation medicine and the use of orthotic and prosthetic devices.

Applications for services and specific information about VA programs are available through a network of VA local offices throughout the country or by contacting the VA at the address above. Toll-free numbers to the VA regional offices that serve veterans in specific geographic areas are listed in telephone directories throughout the country under "U.S. Government, Veterans Administration."

Department of Labor
Employment and Training Administration

Employment Service

The Employment and Training Administration maintains 2000 United States Employment Service (USES) offices throughout the country. Each of these offices is required by law to assign at least one staff member to provide handicapped persons with special employment assistance such as evaluation, counseling, referral to jobs and training programs, and job development. In fiscal year 1979, nearly 800,000 of the 15,000,000 job service applicants were persons with disabilities. More than one fourth of the handicapped applicants were placed in jobs.

Inquiries about jobs on the local level should be addressed to the local USES office.

Department of Labor
Employment and Training Administration
Director, Job Corps
601 D Street, N.W., Room 6000
Washington, DC 20213
(202) 376-2646

Job Corps Program

The Employment and Training Administration also administers the Job Corps Program which authorizes project grants to state and local agencies and private organizations for the purpose of operating residential centers serving low-income youths (ages 16 to 21) who require intensive educational and vocational training services in order to secure meaningful employment. All trainees receive a monthly allowance and readjustment payments when entering the community.

Regulations implementing Section 504 of the Rehabilitation Act of 1973 (see entry on Civil Rights Offices), which prohibit discrimination in employment and mandate program or facility accessibility by agencies receiving federal money, were issued for recipients of funds from the Department of Labor in October 1980. Plans are now being formulated to make at least one job corps center accessible in each of the ten regions throughout the country.

For further information on Job Corps Centers in your area, contact your Department of Labor Regional Office (see Appendix C) or look under "U.S. Government" in the telephone directory.

Office of Personnel Management
Selective Placement Programs Office
1900 E Street, N.W.
Washington, DC 20415
(202) 632-5687

Federal Civil Service Opportunities for Disabled Persons

There are two routes disabled persons may take in their efforts to find employment in the federal civil service: 1) "excepted service appointments," which are noncompetitive trial or permanent positions for handicapped individuals who meet eligibility criteria, and 2) the competitive process, through which disabled persons compete with the nondisabled on an equal basis. Each of these avenues is described in greater detail below.

Severely physically disabled, mentally retarded, and mentally restored applicants may be considered for **excepted service appointments**, which are an alternative to the competitive employment process. Selective placement coordinators at federal agencies, who are concerned with the placement of disabled persons, work with disabled applicants, vocational rehabilitation counselors, supervisors and managers to identify job vacancies and to eliminate attitudinal, architectural, transportation, and procedural barriers for all disabled federal employees (regardless of type of appointment). Disabled persons may be considered for the following types of excepted service appointments:

Severely physically handicapped persons may be considered for:

1) Temporary trial appointment, which is usually 700 hours. A handicapped applicant is either certified by a vocational rehabilitation official of the state agency or Veterans Administration or meets minimum qualifications, including a written test if required;

2) A Schedule A(u) excepted appointment, for which the severely handicapped persons meets minimum qualifications (including passing a written test if required), successfully completes a temporary trial appointment, and is recommended by the agency for continuing employment; or

3) A Schedule A(u) excepted appointment, for which the severely physically handicapped person is certified by either a state vocational rehabilitation counselor or a Veterans Administration counselor as being qualified to perform the duties of a specific job.

Mentally retarded persons are usually appointed under a Schedule A(t) excepted appointing authority, which requires certification of the employability of the retarded person by the state vocational rehabilitation counselor. In effect this certification is substituted for the usual competitive process.

Mentally restored persons who are at a severe disadvantage in obtaining employment because of a psychiatric disability as evidenced by hospitalization and/or outpatient treatment and have had a significant period of substantially disrupted employment due to the disability may be eligible for an excepted Schedule B appointing authority. In addition to being certified by either a state vocational or Veterans Administration counselor, the mentally restored person must meet minimum qualification standards, including passing a written test if required. Also an agency may initially employ a mentally restored person on a 700 hour trial appointment which then can be converted to a Schedule B appointment.

Referrals to selective placement coordinators can be obtained from the Office of Personnel Management's (OPM's) Federal Job Information Centers, located in major metropolitan areas across the country. They are listed under "U.S. Government" in the white pages of metropolitan area phone directories. Additional information on the selective placement process is available from the Selective Placement Programs Office (see address above). Through monitoring, establishing, and recommending personnel regulations, policies, and legislation, the Office works to ensure that handicapped persons are not adversely affected by federal employment practices and procedures, and provides technical assistance to federal agencies on the needs and capabilities of persons with disabilities. The program has published the *Handbook of Selective Placement of Persons with Physical and Mental Handicaps in Federal Civil Service Employment*, the *Handbook of Reasonable Accommodation*, and other publications listed in the publication section.

Most federal employees, including those who are handicapped, obtain their jobs through the **competitive process**. Applicants for federal jobs must establish eligibility on an OPM register, either by passing a test (special testing for disabled applicants is available if needed) or by having the required education, training, and experience. Agencies filling vacancies may request a list of qualified persons from the appropriate OPM register. Eligible applicants may also apply directly to the hiring agencies for specific positions. Additional information is available from the Federal Job Information Centers (see above).

The Equal Employment Opportunity Commission is responsible for approval or disapproval of agency affirmative action program plans for recruitment, placement, and advancement of handicapped persons, including disabled veterans. Information on affirmative action for disabled persons in the Federal Government may be obtained from the Equal Employment Opportunity Commission, Handicapped Individuals Program Division, Office of Government Employment, 2401 E Street, N.W., Attention: Baileys Crossroads, Washington, DC 20506. Telephone: (703) 756–6040.

Small Business Administration
Office of Financing
1441 L Street, N.W.
Washington, DC 20416
(202) 653–6570

Handicapped Assistance Loan Programs

The Small Business Administration has established the HAL-1 (Handicapped Assistance Loan) program to assist sheltered workshops and the HAL-2 program which aids businesses owned and operated by handicapped individuals.

HAL-1 loans assist nonprofit organizations by providing funds for working capital and the construction of facilities if a construction grant is not available from other government sources. Loans may not be used for training, education, housing or other supportive services for disabled employees. Organizations qualifying for HAL-1 loans must be organized under federal or state laws as nonprofit

organizations operating in the interests of handicapped individuals and must employ disabled persons for not less than 75 percent of the manhours required for the production of commodities or the provision of services rendered by the organization.

HAL-2 loans are available to small business concerns which are 100 percent owned by handicapped individuals. Businesses must be independently owned and operated, not dominant in their field, and meet SBA size standards. The disability must be of such a nature as to limit the individuals in engaging in normal competitive business practices without SBA assistance. HAL-2 loans may be used for the construction, expansion, or conversion of facilities; to purchase buildings, equipment, or materials; and for working capital. Excluded from this program are enterprises involving speculation, publishing media, nonprofit enterprises, lending or investment businesses, and financing of real property held for sale or investment.

HAL-1 and HAL-2 provide both direct loans and guaranteed/insured loans. For both programs, loans must be of sound value and security to assure reasonable repayment.

Handicapped business persons eligible for HAL-2 loans may also be eligible for minority status under the SBA's 8A program; 8A certified businesses receive certain priority consideration in the award of government contracts.

For further information and applications contact the Small Business Administration district office in your locality.

Goodwill Industries of America
9200 Wisconsin Avenue, N.W.
Washington, DC 20014
(301) 530-6500

Vocational Rehabilitation/Sheltered Workshops

Goodwill Industries of America was established in 1902 and presently comprises 174 autonomous local member organizations that provide rehabilitation to over 60,000 disabled persons annually. Rehabilitation services include testing, job skills training, counseling, and other nonemployment related services. After training in a specific field, handicapped workers are placed in either outside competitive employment, or in sheltered workshops operated by the local Goodwill agency, depending upon the effect of the disabling condition on job readiness and productivity.

Manuals, statistical data, audiovisual materials, and other administrative information, and technical assistance are available from the national office to assist local groups in establishing new Goodwill centers. Brochures explaining Goodwill's services to employers are also available. A bimonthly newsletter reports on the activities of local Goodwill organizations.

National Center on Employment of the Deaf
Rochester Institute of Technology
1 Lomb Memorial Drive
Rochester, NY 14623
(716) 475-6834

Employment of the Deaf

The National Center on Employment of the Deaf is a recently established office at the National Technical Institute for the Deaf, which is located at the Rochester Institute of Technology. The Center offers services in employee development, training, and continuing education.

Information and training are available to employers interested in hiring qualified deaf persons. Technical assistance to employers is accomplished through national and regional workshops sponsored by the Center, or by on-site visits made by the Center's staff. Employers may also attend workshops and seminars held at the Center's headquarters.

Consultation to employers is available on such subjects as analysis of jobs to be performed by deaf persons, reasonable accommodation for deaf persons in employment, and access to upward mobility programs for deaf employees.

A career matching system has been developed which matches the skills of deaf persons with post-secondary education to job vacancies supplied by interested employers. When a match occurs, the job-seeker's resume is automatically forwarded to the prospective employer. Rehabilitation professionals who wish to place persons with hearing impairments may also access the job bank.

Through its regional workshops, the Center provides training and consultation to rehabilitation professionals working with deaf individuals on successful placement strategies.

The Center's *Annotated Bibliography of Literature Related to the Employment of Deaf Persons* lists monographs and journal articles available from the Center. Publications on the employment concerns of deaf persons are listed, including publications in related areas such as safety, insurance, law and driving. This bibliography may be purchased for $1.00 from the Rochester Institute of Technology Bookstore, 1 Lomb Memorial Drive, Rochester, NY 14623. Telephone: (716) 475-2504.

Electronic Industries Foundation
Projects with Industry
2001 Eye Street, N.W., Suite 405
Washington, DC 20006
(202) 457-4913

Placement of Handicapped Individuals in Electronic Industry Jobs

The Electronic Industries Foundation (EIF), under federal grants, has developed job placement services in eight major cities throughout the country. Local EIF office staff work closely with state vocational rehabilitation counselors to inform them of job openings as they occur. Most jobs are in the electronics assembly and technician fields.

Although the EIF job placement program does not meet the national availability requirements of this Resource Guide, it has been included in the hopes of making disabled individuals and rehabilitation professionals aware of the large number of vacancies in this job market.

Job Clubs

A number of local rehabilitation agencies throughout the country have job clubs to assist handicapped clients in developing necessary job finding skills. Clubs meet often, and clients learn such skills as interview techniques, application procedures, and grooming skills. Clients use these practice/learning sessions to gain skills and confidence and apply them to actual job seeking situations.

Statistics from a job club in the Long Beach, California area are impressive. Of the 88 regular attendees since the club's beginning in 1979, 40 had been placed in jobs by early 1981.

Detailed information on starting and managing a job club is contained in the *Job Club Counselors Manual* by Nathan Azrin and Victoria Besalel. This "how-to" manual for vocational counselors presents a job-finding system based on behavioral psychology with built-in learning and reinforcement features. Some of the topics covered include the counselor's role, an outline of daily job club activities, and procedures for conducting sessions. The book also contains extensive appendices of activity outlines, check lists, logs and sample letters. This 207 page manual, published in 1980, is available for $16.50 from University Park Press, 300 North Charles Street, Baltimore, MD 21201, (301) 547-0700.

PROGRAMS CREATING JOB OPPORTUNITIES FOR DISABLED PERSONS

National Industries for the Blind (NIB)
320 Fulton Avenue
Hempstead, NY 11550
(516) 485-0230

National Industries for the Blind (NIB) was established in 1938 to act as the designated liaison between workshops for the blind and Federal Government procurement representatives (see separate entry for Committee for Purchase from the Blind and Other Severely Handicapped). Approximately 100 workshops employing more than 5,000 blind and multihandicapped blind persons are associated with NIB, and their activities involve producing goods and services for government and private industry. NIB's main functions are to allocate government purchase orders among qualified workshops and to provide training and consultation to workshop boards and personnel in the areas of workshop management, mechanical and industrial engineering, quality assurance, product research and development, vocational rehabilitation services and subcontract procurement. NIB works with new workshops, helping them to meet the special requirements of both NIB and the Committee, and with representatives in industry to create employment opportunities for blind persons. There are no fees or dues for association with NIB.

NIB disseminates information on the standards and requirements for association with NIB and provides assistance in establishing new workshops for blind and multihandicapped blind persons. General information about NIB and a list of associated workshops are available to any individual.

National Industries for the Severely Handicapped (NISH)
4350 East-West Highway
Suite 1120
Washington, DC 20014
(301) 654-0115

National Industries for the Severely Handicapped (NISH) was organized by a coalition of private agencies connected with handicapped individuals and workshops to act as the designated liaison between workshops and Federal Government procurement representatives (see separate entry for Committee for Purchase from the Blind and Other Severely Handicapped). NISH has three major functions: 1) to identify commodities and services which are feasible for production in sheltered workshops employing the severely handicapped; 2) to assist workshops in meeting legal requirements; and 3) to evaluate and assist individual sheltered workshops to produce and manage federal contracts. More than 800 workshops are associated with NISH; more than 100 are producing items or providing services for the Federal Government.

An information packet outlines the preliminary steps involved in setting up a workshop and provides information about the Javits-Wagner-O'Day Act and the kind of assistance NISH offers. A *Workshop Manual* details NISH performance standards and is available for $4. Other publications include: *Job Placement Study* ($2.50), a report on factors affecting the placement of employees from sheltered workshops into competitive industry; and *Workshop Manual for Bidding on Small Business Set-Asides* ($3.00).

President's Committee on Employment of the Handicapped
1111 20th Street, N.W.
Washington, DC 20036
(202) 653-5044

The President's Committee on Employment of the Handicapped (PCEH) gives promotional and technical assistance to Governor's Committees on Employment of the Handicapped in each state (see Appendix B) to promote broader employment opportunities for the physically handicapped, mentally restored and mentally retarded. PCEH will also give promotional materials and guidebooks to other organizations or individuals who want to join the PCEH effort of changing employers' attitudes toward the handicapped worker (see Publications section). PCEH has also been a prime mover in a national effort to eliminate architectural and transportation barriers to the *physically* handicapped. The Committee works with over 600 volunteer organizations and individuals representing business, handicapped persons, industry, labor, media, medical, professional, rehabilitation, religious, veterans, youth and other concerned groups. Most PCEH materials are available from each state's Governor's Committee, except for films which are available for loan from the above address. During the first week of each October, the Committee sponsors a "National Employ the Handicapped Week."

Division for the Blind and Visually Impaired
Rehabilitation Services Administration
U.S. Department of Education
Room 3330 Switzer Building
Washington, DC 20202
(202) 245-0918

Randolph-Sheppard Vending Facilities Program

The Randolph-Sheppard Vending Facilities Program employs more than 3,000 blind persons in vending facilities on federal (and some other) property, using vocational rehabilitation funds. The program is intended to enlarge economic opportunities for the blind and stimulate efforts toward financial independence for these individuals.

PROGRAMS REGULATING POLICIES CONCERNING THE EMPLOYMENT OF DISABLED PERSONS

Equal Employment Opportunity Commission
Hearings and Inquiries Branch
Technical Guidance Division
2401 E Street, N.W.
Washington, DC 20506
(202) 634-6894

It is illegal for a federal agency to discriminate in employment against a qualified physically or mentally handicapped individual. Anyone who believes he or she has been subjected to discrimination on the basis of a handicap may file a complaint with the equal employment opportunity office at the agency where the alleged act(s) of discrimination occurred.

If the complaint is not resolved through the agency's equal employment opportunity process, the individual has the right to file an appeal with the Equal Employment Opportunity Commission. A free fact sheet describing the complaint process is available (see address above).

Offices for Civil Rights

The Civil Rights Offices of all executive branch agencies presently enforce compliance with Section 504 of the Rehabilitation Act of 1973. This Section prohibits discrimination against qualified handicapped individuals by programs, organizations, and institutions that receive federal funds. These offices are mandated to investigate and resolve complaints based on discrimination in employment and program or facility inaccessibility.

Particularly in the Department of Health and Human Services and the Department of Education, the Civil Rights Offices provide technical assistance to employers who are recipients of federal funds, helping them to comply with Section 504. National public awareness campaigns have been launched to inform handicapped persons and the general public of the rights of disabled persons under this law. Section 504 requires employers receiving federal assistance to take reasonable steps to accommodate physically or mentally disabled workers unless it would cause the employer undue hardship.

An executive order signed in November 1980 transferred the enforcement responsibility of compliance with Section 504 over federal agencies and their recipients to the Department of Justice. However, during the transition period, Civil Rights Offices in each agency are still enforcing compliance with this Section with their respective recipients. At some future date, the Department of Justice will bear full responsibility for enforcement of Section 504.

A person desiring to file a complaint under Section 504 should contact the Civil Rights Office of the agency which provides federal money to the program in question. A letter of complaint should also be filed with the Director, Office of Coordination and Review, Civil Rights Division, U.S. Department of Justice, 320 First Street, N.W., Room 854, Washington, DC 20530. Complaints against federal agencies themselves should be filed with this Office.

Employment Standards Administration (ESA)
U.S. Department of Labor

The Department of Labor develops employment policy and implements legislation on employment for all workers in the nation. It is responsible for enforcing laws that protect the safety, health, and job pension rights of workers. The Employment Standards Administration (ESA) in the Department of Labor administers several programs that are particularly relevant to the needs of handicapped individuals in the labor force. These are described below:

The **Office of Federal Contract Compliance Program (OFCCP)** processes complaints of alleged discrimination in employment filed by handicapped persons against federal contractors. Section 503 of the Rehabilitation Act of 1973 mandates that all private businesses which conduct work for the Federal Government in excess of $2,500 per year must implement affirmative action programs for the hiring, placement, and advancement of disabled persons. Also, "reasonable accommodation" (making necessary adaptations to enable a qualified handicapped person to work) must be made unless the employer can show it would create an undue hardship on his business. Complaints can be filed by individuals at the Department of Labor Regional Office (see Appendix C) covering their locality. The Central Office of the Department of Labor intervenes only when cases cannot be handled locally.

During fiscal year 1979, over 2,600 discrimination complaints were filed by handicapped persons. Resolutions with back pay reached the million dollar mark. In most of the cases, reasonable accommodation was the issue.

OFCCP also enforces Section 402 of the Vietnam Era Veterans Readjustment Assistance Act, which mandates that businesses doing work for the Federal Government in excess of $10,000 per year must implement an affirmative action program for the hiring of disabled Vietnam era veterans.

The Central Office of OFCCP may be addressed as follows: Office of Federal Contract Compliance Programs, Veterans and Handicapped Workers Policy Branch, U.S. Department of Labor, 200 Constitution Avenue, N.W., Room N3416, Washington, DC 20210. Telephone: (202) 523-9410.

The **Wage and Hour Division** of the ESA authorizes subminimum wages under the Fair Labor Standards Act. This prevents curtailment of opportunities for the employment of handicapped individuals who are not able to command the minimum wage. (See entries for the Committee for Purchase from the Blind and Other Severely Handicapped, National Industries for the Blind, and National Industries for the Severely Handicapped.)

The **Special Minimum Wage Branch** in the Wage and Hour Division administers the regulations governing the employment of handicapped clients in sheltered workshops, handicapped workers in industry, and employment of patient workers based upon their individual productivity. For further information, contact the Special Minimum Wage Branch, U.S. Department of Labor, Room C4316, 200 Constitution Avenue, N.W., Washington, DC 20210. Telephone: (202) 523-8727.

The **Office of Workers' Compensation Programs** in the ESA administers laws covering workers' compensation for federal employees. Federal workers injured on the job, including disabled employees, can apply for continued salary and assistance with medical expenses. For further information, contact the Office of Workers' Compensation Programs District Office in your area. This office can be located by contacting the personnel office of a federal agency where you reside.

Workers' Compensation Programs
Private Sector

Workers' Compensation programs in the private sector are regulated by state workers' compensation boards. Although the laws governing workers' compensation vary from state to state, all states have established second injury funds which protect employers from exorbitant compensation claims resulting from the combined effect of an on-the-job injury and a pre-existing disability. For example, if a person who is blind in one eye loses the other eye in an injury while at work, the resulting disability will prove much more serious and the compensation claim more extensive because of the pre-existing

visual impairment. In such circumstances, the employer would be responsible only for the cost of the secondary injury, with the added compensation cost resulting from the combined disabilities being paid by the second injury fund.

These funds vary considerably from state to state in the comprehensiveness of their coverage and the amount of cost protection. They do not cover all combinations of disabilities. For further information on specific laws, government workers' compensation and second injury funds in your locality consult the state workers' compensation board in your area.

Committee for Purchase from the Blind and Other Severely Handicapped
Crystal Square Five, Suite 1107
1755 Jefferson Davis Hwy.
Arlington, VA 22202
(703) 557-1145

This presidentially-appointed Committee was established to set up the rules and regulations necessary to carry out the provisions of the Javits-Wagner-O'Day Act. The Committee directs the procurement of selected commodities and services by the Federal Government to qualified workshops serving the blind and other severely handicapped individuals with the objective of increasing employment opportunities of these individuals. The National Industries for the Blind and National Industries for the Severely Handicapped (see separate entries), which represent qualified workshops, submit requests for new products and services, and the Committee determines their suitability. The Industries also refer inquiries to the appropriate workshop representative.

INFORMATION FOR EMPLOYERS: FINDING HANDICAPPED APPLICANTS, TAX BENEFITS, AND RESOURCES ON ARCHITECTURAL BARRIER REMOVAL

FINDING HANDICAPPED APPLICANTS

Industries interested in hiring disabled individuals can obtain information on qualified disabled persons from the network of federally-sponsored employment related services for handicapped persons. These services are: employment services for disabled veterans (see entry for Veterans Administration); employment services for disabled persons through state departments of rehabilitation (see entry on Vocational Rehabilitation, page 1); and job placement services offered through the United States Employment Service Offices (see separate entry). These services operate through state and district offices, and are listed in local telephone directories under "U.S. Government" or "State Government."

In addition, state governor's committees and local mayor's committees on the employment of the handicapped (see entry on the President's Committee on Employment of the Handicapped) can provide information on employment services for handicapped individuals which are specific to a particular locality.

Also many universities and colleges offer job-finding services to their handicapped students through the college placement office.

Affirmative action advertisements placed in trade journals and magazines may also prove effective in recruiting handicapped persons, since many disabled professionals (some of whom have been working for years in their field) do not seek assistance through traditional rehabilitation services.

TAX BENEFITS FOR EMPLOYERS OF DISABLED PERSONS

The Internal Revenue Service (IRS) administers two programs that offer tax benefits to businesses that hire disabled individuals or remove architectural barriers in their establishments.

The **Targeted Jobs Tax Credits (TJTC)** program allows a special tax break to employers who hire people who have difficulty finding jobs. It includes ex-offenders, people who receive Supplemental Security Income (SSI), and economically disadvantaged veterans from the Vietnam war.

The employer who hires a disabled person who is a client of a vocational rehabilitation program (see entry for Vocational Rehabilitation, page 1) is eligible for the credit. The credit will be equal to 50 percent of the first $6,000 in wages paid during the first year of employment and 25 percent of the first $6,000 in wages for the second year of employment.

The employer should contact the vocational rehabilitation agency and explain the needs of the company. A rehabilitation counselor will work to find a client who is trained and has the skills to meet the employer's particular needs.

The following publications will provide further information on the TJTC program: *New Initiative Benefits: Business and Workers; Tax Information for Handicapped and Disabled Individuals;* and *Targeted Jobs and WIN Credits* (see Publication section).

The other program allows the employer to deduct the cost of removing architectural and transportation barriers from the place of business. These barrier removals are required to conform to standards established by the Internal Revenue Service.

Standards exist for such facility characteristics as especially identified parking spaces for handicapped persons; ramps; door widths; bathrooms; water foundations; public telephones; size and controls of elevators; and controls of light, heat and ventilation at a level reachable to persons in wheelchairs. Standards also exist for visible and auditory warning systems.

As of this writing, however (August 1982), this program is to expire on December 31, 1982. Since the program may be extended, you may contact your local Internal Revenue Service office for information on its present status.

RESOURCES ON ARCHITECTURAL BARRIER REMOVAL

National Center for a Barrier Free Environment (NCBFE)
1140 Connecticut Avenue, N.W., Suite 1006
Washington, DC 20036
(202) 466-6896

NCBFE was established in 1974 in response to the need for a national clearinghouse for information on architectural barrier removal. The Center responds to lay and professional inquiries, supplying general or technical information tailored to meet individual needs. NCBFE's resource files contain information on such topics as accessibility standards and codes, equipment, new products, legislation affecting barrier removal, and local resources for technical assistance.

Materials available from NCBFE include resource packets on specific topics of interest, bibliographies, and *Access Information Bulletins,* which are designed to assist in solving specific accessibility problems. The Center also operates a computerized data base, which contains information on locally-based professionals and disabled individuals who offer consultative services on architectural barrier removal. Employers needing on-site technical assistance are referred to local persons without charge.

The Center's bimonthly newsletter, *Report,* provides information on new publications, innovative projects, and new developments in the field. Individual copies are available at no charge from the Center. The annual subscription fee is $15.

Inquiries may be made by telephone or in writing to the Center, and should be as specific as possible in order to receive a tailored response.

OTHER RESOURCES ON BARRIER REMOVAL

The American National Standards Institute has published a 68 page 1980 edition of *Specifications for Making Buildings and Facilities Accessible to, and Usable by, Physically Handicapped People* (ANSI A117.1-1980). This detailed presentation of minimum accessibility standards is recommended for adoption and enforcement in the construction, rehabilitation, and alteration of buildings and facilities. Copies may be purchased for $5 plus $2 shipping and handling from the American National Standards Institute, Inc., Sales Department, 1430 Broadway, New York, NY 10018. Telephone: (212) 354-3473.

The Architectural and Transportation Barriers Compliance Board (ATBCB), using the 1980 ANSI Standard as a basis, has published *Minimum Guidelines and Requirements for Accessible Design* in the Federal Register of August 4, 1982.

Single copies of the ATBCB Guidelines are available without charge from the Architectural and Transportation Barriers Compliance Board, Public Information Office, Washington, DC 20202. Telephone: (202) 245-1591.

INFORMATION RESOURCES AND TECHNICAL ASSISTANCE

GENERAL

ABLEDATA
National Rehabilitation Information Center
4407 Eighth Street, N.E.
The Catholic University of America
Washington, DC 20017-2299
(202) 635-6090

ABLEDATA is a data base of information on commercially available rehabilitation aids and equipment. The data base contains over 5,000 records and is expected to expand in the next few years. Products are included for activities of daily living, home management, communication, transportation, mobility, ambulation and other areas. Many of the devices can assist disabled persons in adapting to the work environment.

Requests may be made for ABLEDATA searches by contacting Marian Hall, Systems Manager at NARIC. Inquirers located near local access points for ABLEDATA services (some vocational rehabilitation agencies and rehabilitation facilities) will be referred to those sources.

Disability Rights Center
1346 Connecticut Avenue, N.W.
Suite 1124
Washington, DC 20036
(202) 223-3304

The Disability Rights Center advocates for handicapped persons by seeking ways to strengthen federal agencies' affirmative action programs for the employment of persons with disabilities, as required by Section 501 of the Rehabilitation Act of 1973 and Section 403 of the Viet Era Veterans Readjustment Assistance Act of 1974.

An outgrowth of their efforts is the recent publication, *Discrimination against Disabled Persons Including Disabled Veterans in Federal Employment: A Guide Primarily for Federal Employees and Applicants and Secondarily for Their Attorneys,* available at $10.40.

Also available from the Center is the publication, *Employment Discrimination against Disabled Persons: A Background Paper for Political Activism.* This paper, which is available for $1.25, covers such topics as the potential strength of political involvement of disabled persons, the nature of employment discrimination, the nature and status of antidiscrimination laws and programs, effects of lack of political activity, and possible solutions to the problem of discrimination from a political point of view.

Limited staffing at the Center precludes their handling individual complaints.

20

Human Resources Center
Research and Training Institute
I.U. Willets Road
Albertson, NY 11507
(516) 747-5400

One of the goals of the Human Resources Center, which was established in 1952, is to provide vocational opportunities for severely disabled persons. In accordance with this goal, a Center on Employment of the Handicapped was established in 1977.

The nucleus of the Center is the Industry-Labor Council, which works to unite labor and industry in the development of employment opportunities for the handicapped population and in meeting the needs of the employment community. The Council conducts seminars in awareness training, affirmative action, and the medical and legal aspects of employing disabled persons. Technical assistance, consultation, literature distribution, and on-site visits are available to employers. The activities of the Council and its members are reported in a quarterly newsletter.

Although the Center is most active in the New York area, information is disseminated nationally through the Human Resource Center's Research and Training Institute, which publishes approximately 40 monographs and a small number of audiovisual materials resulting from research projects conducted at the Center in such areas as attitudes, awareness, career education, rehabilitation, and career development. Federal and private grants support research in these and other areas.

A publications catalog is available from the address above.

Industrial Social Welfare Center
Columbia University School of Social Work
622 West 113th Street
New York, NY 10025
(212) 280-5173

The Industrial Social Welfare Center conducts research concerning on-the-job needs of working men and women including persons with handicapping conditions. Research is focused on four major areas: physical health needs, rehabilitation needs, mental health needs, and social service needs.

Technical assistance is provided at cost on a national basis to employing organizations and trade unions in the areas of program development and training. The objective is to assist employers and unions in properly meeting the needs of disabled individuals in the working place.

The Center also responds to written inquiries, and has produced a number of publications as an outgrowth of their research and experience, which are available at cost. Publications concerned with the employment needs of disabled workers are: *Disabled: An Exploratory Study,* 1979, 116 pages, $2.50, which studies job hunting behaviors of disabled individuals with various backgrounds; *Meeting Human Service Needs in the Work Place: A Role for Social Work,* 1980, 12 pages, $1.50; *Affirmative Action for the Disabled: How To Manual for Municipal Governments,* 1979, 107 pages, $1.50; and *VR-Labor Unions: Some Considerations for Affirmative Action,* 1977, 19 pages, $.75.

Information on current projects and new publications is published in the Center's biannual newsletter, available at $2 for a two year subscription. For publications and further information or consultation, contact the Director at the above address.

Mainstream, Inc.
1200 15th Street, N.W.
Washington, DC 20005
(202) 833-1162
(Voice and TDD)

Mainstream, Inc. is an advocacy organization that works to increase awareness of the rights of disabled persons in employment. This goal is accomplished primarily through the dissemination of

legislative information and publications and by conducting workshops and seminars in various parts of the country.

Mainstream publishes a bimonthly newsletter, *In the Mainstream,* which discusses affirmative action issues. Subscriptions are $40 per year. Other publications cover such topics as filing discrimination complaints under Sections 501 through 504 of the Rehabilitation Act of 1973, reasonable accommodation, and affirmative action and its related concerns.

Sensory Aids Foundation
399 Sherman Avenue
Suite 12
Palo Alto, CA 94306
(415) 329-0430

The Sensory Aids Foundation (SAF) responds to written or telephone inquiries and conducts training seminars on the types of services and equipment that can assist blind persons in performing job tasks. SAF also identifies jobs which blind and visually impaired persons may perform competitively.

The Foundation's publications, *Sensory Aids for Employment of Blind and Visually Impaired Persons: A Resource Guide,* 1978, describes 132 devices produced by U.S. manufacturers. This guide also lists jobs in which these devices have been and may be used. This publication is not available from the Sensory Aids Foundation, but can be ordered for $7.50 from the American Foundation for the Blind, 15 West 16th Street, New York, NY 10011, (212) 620-2000, in braille or large-print format.

HOMEBOUND DISABLED PERSONS

Accent on Information
P.O. Box 700
Bloomington, IL 61701
(309) 378-2961

Accent on Information (AOI) is a computerized retrieval system containing information on a variety of subjects related to persons with disabilities such as assistive devices, clothing, home management, and other activities of daily living.

Among the publications available from AOI is the booklet, *Home Operated Business Opportunities,* 1977, $4.50 plus $.65 postage and handling, which is intended for use by disabled individuals and provides information on such topics as starting a home business and types of businesses that may be operated from the home, e.g. writing, farming, arts and crafts, and sales. Case histories of successful home businesspersons are provided.

Job Development Laboratory
George Washington University Rehabilitation Research and Training Center
Room 420
2300 I Street, N.W.
Washington, DC 20037
(202) 676-3847

The Job Development Laboratory was established in 1973 as the result of a successful four year research and demonstration project on homebound employment. This project demonstrated the feasibility of competitive employment for severely disabled individuals.

The Laboratory has developed a model for successful placement of persons with severe disabilities. To test this model, clients considered incapable of securing employment through area offices of vocational rehabilitation were referred to the project. After developing homebound and on-site job opportunities, project staff worked in placing severely handicapped persons in such areas as computer operations, microfilm operations, statistical analysis, and other information handling fields. Based

on this research, new projects have been undertaken to further develop vocational opportunities for severely disabled persons.

Information on current and future projects and lists of publications and audiovisual materials are available.

OTHER SOURCES OF INFORMATION ON HOMEBOUND EMPLOYMENT

The following organizations make available publications on homebound employment for disabled persons:

Arkansas Rehabilitation Research and Training Center
Publications Section, RT-13
Hot Springs Rehabilitation Center
P.O. Box 1358
Hot Springs, AR 71901
(501) 624-4411, Ext. 316

This center offers two publications concerned with the homebound employment of persons with disabilities. *The Rehabilitation of the Severely Handicapped Homebound,* 95 pages, $3.00, published in 1977 by the Institute on Rehabilitation Issues, contains the proceedings from a state-of-the-art conference held in June 1977 on the homebound handicapped person and employment. The conference was concerned with finding appropriate solutions to architectural, transportation, employment, and other barriers faced by homebound disabled persons. This report can be used to train rehabilitation personnel who are working with homebound persons. References on the topic are listed.

The *Introduction to the Rehabilitation of Severely Handicapped Homebound Persons* is available without charge. This 26 page booklet also serves as a resource document for trainers of service providers to homebound individuals. It covers such topics as identifying homebound clients, models for homebound services, employment opportunities, and additional resources on homebound clients.

A catalog of other publications is available upon request.

National Clearing House of Rehabilitation Training Materials (See page 22)

The Clearing House has a small amount of material on employment of homebound persons with disabilities. Included in their collection are such titles as: *Development of Modern Vocational Objectives for Severely Disabled Homebound Persons: Remote Computer Programming, Microfilm, Equipment Operations, and Data Entry Processes, Final Report and Appendices* produced by the George Washington University Rehabilitation Research and Training Center; *Introduction to the Rehabilitation of Severely Handicapped Homebound Persons* (also available from the Arkansas Rehabilitation Research and Training Center, see separate entry); and *Rehabilitation of Severely Handicapped Homebound Clients, National Short-Term Training Program.* Also available are three monographs resulting from a research project on the rehabilitation of homebound persons, which was conducted by the Federation of the Handicapped in New York: *Administration of Homebound Rehabilitation Programs; Characteristics, Attitudes and Perceptions of Employed Industrial Homeworkers;* and *Characteristics and Rehabilitation Experiences of Homebound Applicants for State Vocational Rehabilitation Agency Service.*

National Rehabilitation Information Center (NARIC) (see page 23)

Single copies of NARIC's bibliography on homebound employment containing approximately 50 citations are available without charge. The major emphasis is on project reports of rehabilitation facilities concerning the homebound employment of disabled persons.

RELEVANT HOLDINGS OF DATA BASES

The bibliographic data bases listed below contain references to articles and reports on the employment of persons with disabilities. A brief description of the scope of each file is given, as well as a summary of citations retrieved on the topic. With the exception of the National Clearinghouse for Mental Health Information, the organizations listed charge for services. Index or abstract journals may be used for manual searches of the following files: Educational Resources Information Center (ERIC), Psychological Abstracts, and Social Science Citation Index. These journals are available in the reference section of most large libraries.

Coverage of employment of disabled persons in these files is spotty. References on training, placement, and sheltered workshops abound. Citations on topics of current interest such as affirmative action, accommodation, and employer attitudes are scarce. There is material on many specific disabilities (especially blindness and mental retardation).

Educational Resources Information Center
Central ERIC
National Institute of Education
U.S. Department of Education
1200 19th Street, N.W.
Washington, DC 20208
(202) 254-7934

ERIC is a data base created by the Educational Resources Information Center, a decentralized nationwide network sponsored by the National Institute of Education and designed to facilitate access to educational documents. Sixteen clearinghouses located across the country, each specializing in a particular subject area of education, select and analyze publications for input into the ERIC data base. Since a large number of journals in the social sciences are scanned for relevant documents, the file contains citations on fields related to education, such as psychology and sociology. Most citations include abstracts.

There is a wealth of material in the ERIC file on career education and counseling, job training (including job search skills training), placement and sheltered employment. The file also contains references of interest to employers on the utilization of disabled persons as employees and on legal requirements applying to businesses.

Institute for Scientific Information
3501 Market Street
Philadelphia, PA 19104
(215) 386-0100

The Institute's Social Science Citation Index (SSCI) documents literature in the social sciences according to citations, based on the concept that an author's references to previously published materials indicate a subject relationship between the author's paper and earlier citations in the bibliography. There are no abstracts. SSCI contains a variety of citations covering the employment rights of disabled persons and responsibilities of employers, the advantages of employing disabled persons, training, placement, and the need for postemployment services. Some articles are on the employment of persons with specific disabilities. There are also citations on sheltered workshops.

National Clearinghouse for Mental Health Information
National Institute of Mental Health
Department of Health and Human Services
15C-17 Parklawn Building
5600 Fishers Lane
Rockville, MD 20857
(301) 443-4513 (For inquiries and publications)
(301) 443-4517 (For computer services)

The clearinghouse's file includes data on journals, books, films, technical reports, monographs, dissertations, and workshop and conference proceedings in the mental health field. Citation abstracts are informative, often giving study results, with numerical data. The foreign language literature included in the file can be readily accessed through the abstracts, which are all in English. The data base contains citations on legal aspects of the employment of disabled persons, including regulations and legal decisions, and on the employment of persons with mental and emotional impairments. There are references to a few audiovisuals. There is no charge for searches.

Psychological Abstracts Information Service
American Psychological Association
1200 17th Street, N.W.
Washington, DC 20036
(800) 336-4980 (Except Washington, DC and Virginia)
(202) 833-5908 (Washington, DC and Virginia)

The Psychological Abstracts data base contains records of the world's scientific literature in psychology and related disciplines, including references on the characteristics of treatment. The data base documents studies on the relationship between psychological variables and job outcome, as well as a few comparisons of employment success of handicapped and nonhandicapped persons. The file also has references to articles on career exploration and skills development including job seeking skills. There is a limited amount on attitudes of employers, and some material on employment of mentally retarded persons.

See also the National Rehabilitation Information Center (page 23).

STATISTICS/SURVEYS

Chief, Population Division
Bureau of the Census
Washington, DC 20233
(301) 763-5032

The Census Bureau is the principal federal agency which gathers and publishes statistics on the U.S. population. The 1980 census collected data on the presence of work disability for the noninstitutionalized population, age 18 to 65, classified by various demographic, social, and economic variables. Information on specific disabilities was not collected. Statistics from the 1980 census which estimate the number of work disabled people in the U.S. as approximately 12,000,000 are now available in the report *Provisional Estimates of Social, Economic, and Housing Characteristics* (see Publication section).

The Bureau makes available disability data from the *1976 Survey of Income and Education* which provides statistical information on labor force characteristics of disabled individuals by type of disability. Information is included for persons under age 18 and over 65.

Office of Research and Statistics (ORS)
Social Security Administration
1875 Connecticut Avenue, N.W.
Washington, DC 20009
(202) 673-5579.

The Social Security Administration administers national programs of contributory and noncontributory social insurance which pay benefits when earnings stop or are reduced because a worker retires, dies or becomes disabled. Local Social Security Offices disseminate information and determine eligibility for such programs as Supplemental Security Income (SSI), Social Security Disability Income (SSDI), Medicare coverage, and retirement benefits.

The Administration's Office of Research and Statistics collects, analyzes and disseminates statistical information related to social security programs. The Office's Division of Disability Studies plans and directs continual research on the economic, social, and medical causes and consequences of disability. Particular focus is given to the effectiveness of social security disability insurance programs and other related services. National surveys are designed and conducted on disabled and nondisabled adults, the newly disabled, Social Security Disability Insurance beneficiaries, persons denied Disability Insurance benefits, and the institutionalized.

Current major projects of this Division include a study of the trial work provision as a work incentive, vocational rehabilitation demonstrations, a medical examination study to measure the extent of impairment in Social Security Disability Insurance potential eligibles, analysis of data from a 1978 survey of disability and work, long-term disability income protection in private industry, and a cost benefit analysis of the beneficiary rehabilitation program.

Detailed information concerning the activities of the Office of Research and Statistics is contained in the Office of Policy's July 1980 publication, *Research Planning and Policy: An Introduction to the Office of Research and Statistics,* (publication number: SSA 13-008).

One of the Division's recent releases is the publication, *Work Disability in the United States: A Chartbook* (see publication section) which summarizes the results of the 1978 survey referred to above. Information useful to those concerned with the employment of disabled individuals is contained in charts on topics such as the effect of disability on employment, work accidents resulting in disability, and the income of disabled persons.

Results of ORS projects are disseminated through a variety of technical publications, which are available in limited quantities at no charge. As stocks are depleted, the Office will provide instructions for ordering publications from the Superintendent of Documents, U.S. Government Printing Office.

VOCATIONAL REHABILITATION

Materials Development Center (MDC)
Stout Vocational Rehabilitation Institute
School of Education and Human Services
University of Wisconsin-Stout
Menomonie, WI 54751
(715) 232-1342

MDC is a national center for the collection, development, and dissemination of materials in the areas of vocational work evaluation, work adjustment, and facility management. The Center houses a comprehensive collection of publications and audiovisual materials on such topics as work adjustment training, comparison of existing vocational evaluation systems, and rehabilitation workshop management. MDC also develops and field tests publications and audiovisuals in these and related areas.

A comprehensive list of MDC materials entitled *MDC 1981-82 Catalog* is available free upon request. The catalog also describes the Center's slidetape series, film strips, cassettes, motion pictures, and their collection of recorded national and state rehabilitation conferences. These audiovisual materials may be rented or purchased from the Center. Professionals in the field may also request personalized searches of MDC's holdings on specific topics.

In addition, *MDC's Work Sample Manual Clearinghouse Catalog* is also available. This publication lists the Center's work sample manuals, which are designed to assess clients' ability to perform various types of mechanical and clerical job tasks.

A bimonthly newsletter is sent to interested persons upon request.

National Association of Rehabilitation Facilities (NARF)
P.O. Box 17675
Washington, DC 20041
(703) 556-8848

NARF was formed through a merger of the Association of Rehabilitation Centers and the National Association of Sheltered Workshops and Homebound Programs, and is comprised of institutions and individuals offering rehabilitation services. The purpose of the Association is to strengthen rehabilitation services to handicapped persons by representing their interests to the Federal Government and by offering management training seminars to professionals. Many state chapters work to improve facilities at the state and local levels.

NARF offers three day seminars in various locations at different times throughout the year on subjects related to the management and operation of rehabilitation facilities, and can also provide technical assistance to sheltered workshops seeking contracts with private industry. The Association publishes periodicals, bulletins, and newsletters useful to the rehabilitation service administrator. *Rehabilitation Review,* a weekly magazine designed for rehabilitation facility administrators, first appeared in January 1981. The annual subscription rate for this publication is $130 for members and $160 for nonmembers. The *NARF Membership Directory* is available for $15.

National Clearing House of Rehabilitation Training Materials (NCHRTM)
Oklahoma State University
115 Old USDA Building
Stillwater, OK 74078
(405) 624-7650

NCHRTM, located at Oklahoma State University, is funded by the Rehabilitation Services Administration, U.S. Department of Education, to disseminate information on rehabilitation with primary concentration on training materials for use by educators of rehabilitation counselors. Personnel working in the areas of staff development, inservice training, and continuing education are also served by the Clearing House.

NCHRTM houses a collection of "fugitive" materials and information not generally found in traditional libraries. The Clearing House reference collection contains about 9,000 titles in microfiche and hard copy format, back issues of major journals in the rehabilitation field, and various types of audiovisuals. Many publications on jobs placement of disabled persons are included. Microfiche or xerox copies of these and other publications in the Clearing House collection can be made for a cost recovery fee.

The *NCHRTM Memorandum,* an annotated bibliographic newsletter on publications available from the Clearing House and other sources, is published quarterly. A bibliography listing Institute on Rehabilitation Issues' publications is also available.

NCHRTM helps inquirers identify publications relevant to their information needs, making referrals to outside organizations when necessary. Clearing House services are available primarily to professionals who have training interests in rehabilitation and related fields.

National Rehabilitation Association (NRA)
633 South Washington Street
Alexandria, VA 22314
(703) 836-0850

NRA was founded in 1925 as a membership organization for professionals and consumers interested in the advancement of rehabilitation services to all handicapped persons. NRA's activities include: advocacy for state and federal legislation; professional development through regular meetings and workshops; training sessions for continuing education credits, publications, and fellowships to students; and public education via print and electronic media. The NRA has 70 state chapters and seven divisions, which devote their efforts to disseminating information to professionals working in specific rehabilitation fields.

The National Rehabilitation Counseling Association (NRCA), the largest NRA division, holds continuing education programs, has a scholarship program for students in graduate rehabilitation counseling programs, and publishes the *Journal of Applied Rehabilitation Counseling,* reports and newsletters. NRCA is one of the sponsors of the Commission on Rehabilitation Counselor Certification. NCRA may be contacted directly at Suite A305, Cary Building, 8136 Old Keene Mill Road, Springfield, VA 22152, (703) 451-7981.

Other divisions include the Job Placement Division, National Association for Independent Living, National Association of Rehabilitation Instructors, National Association of Rehabilitation Secretaries, National Rehabilitation Administration Association, and the Vocational Evaluation and Work Adjustment Association.

NRA publishes the *Journal of Rehabilitation* and a newsletter. The national office responds to general inquiries and directs specific questions to appropriate professional divisions.

All the divisions publish newsletters, and the National Rehabilitation Administration Association publishes a quarterly journal, the *Journal of Rehabilitation Administration.* The national NRA office should be contacted for the current addresses of its division officers.

National Rehabilitation Information Center (NARIC)
4407 Eighth St., N.E.
The Catholic University of America
Washington, DC 20017-2299
(202) 635-5822 (Voice)
(202) 635-5884 (TDD)

NARIC, which is funded by the National Institute of Handicapped Research, was established to improve the delivery of information to the rehabilitation community. Its holdings include documents and audiovisual materials relevant to the rehabilitation of all disability groups as well as materials on professional and administrative practices and concerns.

Inquirers may request customized searches of the NARIC computerized data base, which produces bibliographies tailored to meet the requestor's needs. There is no charge for this service. Copies of documents may be ordered for a nominal photocopying fee. Prepared bibliographies on high-interest topics are available at nominal cost; subjects such as architectural and attitudinal barriers, homebound employment of handicapped individuals, and work evaluation are covered. In addition, a list of journals and newsletters housed at NARIC's library is available free.

FEDERAL PUBLICATIONS

The publications listed below are available without charge from:

President's Committee on Employment of the Handicapped
1111 20th Street, N.W., 6th Floor
Washington, DC 20036
(202) 653-5044

A Blueprint for Action, 57 pages, 1979.

This report presents recommendations and strategies for improving the employment of handicapped youths in this country, including guidelines for organizing and carrying out a similar strategy session in your own locality.

Look Who's Minding the Store: Supervising Disabled Employees, 14 page booklet, undated.

This booklet presents several vignettes which reveal how easily disabled employees can be part of the mainstream while at the same time illustrating and describing accommodations which may be necessary.

Guide to Job Placement for Mentally Restored People, 47 pages, 1980.

This guide is oriented to placement workers, counselors, and others who help the mentally restored return to work. It covers such issues as assessing client potential, dealing with the concerns of employers and supervisors, and determining appropriate placements.

Preparing for Work, 17 page booklet, 1979.

This booklet discusses vocational planning for mentally retarded persons. Aimed at families, guidance counselors, special educators, and work study coordinators, it offers check lists one can use in assessing work readiness and in planning vocational preparation.

How to Get a Job, Teachers' Manual, 13 pages; Student Manual, 27 pages, 1976.

This manual introduces the work world to students and conveys expectations of appropriate work behaviors.

Pocket Guides: On Affirmative Action for Disabled Persons, pamphlets.

These guides are targeted to different audiences and populations of disabled persons. Each describes the major civil rights provisions in the law which concern employment of handicapped workers. The following guides are available:

Affirmative Action to Employ Handicapped People (Section 503 of the Rehabilitation Act of 1973)

The Physician and the Rehabilitation Act for Disabled People (Sections 503 and 504 of the Rehabilitation Act of 1973)

Affirmative Action to Employ Mentally Retarded People (Sections 503 and 504 of the Rehabilitation Act of 1973)

Affirmative Action for Disabled People (Sections 503, 504, and the Vietnam Era Veterans Readjustment Assistance Act of 1974) (Also available in Spanish)

Affirmative Action to Employ Disabled Veterans and Veterans of the Vietnam Era (Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974)

Special Report: Disability and Employment, pamphlet, 1981.

Presents facts about costs and benefits of hiring disabled workers. Answers questions about insurance, safety and performance records, costs of modifying work locations, and recruiting disabled workers.

Respond To: Workers with Blindness
Respond To: Workers with Cerebral Palsy
Respond To: Workers with Diabetes
Respond To: Workers with Cystic Fibrosis
Respond To: Workers with Epilepsy
Respond To: Workers with Multiple Sclerosis
Respond To: Workers with Muscular Dystrophy
Respond To: Mentally Restored Workers

A series of brochures being developed cooperatively by the President's Committee and national organizations in the handicapped field to educate employers about specific disabilities and persuade them to hire handicapped applicants.

The following publications are available free on a single copy basis from:

Selective Placement Programs Office
Office of Personnel Management
1900 E Street, N.W., Room 6514
Washington, DC 20415
(202) 632-4437

Handbook of Selective Placement of Persons with Physical and Mental Handicaps in Federal Civil Service Employment, 71 pages, 1979.

A comprehensive guide which describes affirmative action objectives for disabled persons, the role of the agency coordinator and the rehabilitation counselor, accessibility standards, accommodations for disabled individuals, and factors imposed by various disabling conditions such as blindness and visual impairments, deafness and hearing impairments, mental illness, mental retardation, mobility and other handicaps, including hidden disabilities.

Handbook of Reasonable Accommodation, 12 pages, 1980.

This guide defines reasonable accommodation and details the adjustments which could be involved, such as modifying written exams, modifying worksites, making facilities accessible, adjusting work schedules, restructuring jobs, providing assistive devices, providing readers and interpreters, adjusting leave policies, and eliminating transportation barriers.

Employment of Mentally Restored Persons in the Federal Service
Employment of Persons with Physical (Including Visual and Hearing) Impairments in the Federal Service
Employment of Mentally Retarded Persons in the Federal Service

These pamphlets describe programs, special appointing authorities, and job accommodations for the disabilities listed.

The following publications are available at cost from:

Superintendent of Documents
U.S. Government Printing Office
Washington, DC 20402

Affirmative Action/Vocational Rehabilitation, 16 pages, 1978, $3.75, Stock No. 017-000-00213-9.

This booklet describes how the vocational rehabilitation agency can be of assistance to companies in meeting affirmative action goals. It is directed to personnel specialists and other company officials to increase their awareness of how they might form a partnership with their local vocational rehabilitation agency.

Improving Occupational Programs for the Handicapped, 227 pages, undated, $7.50, Stock No. 017-080-01637-1.

This guide book presents a systematic model for developing occupational programs for handicapped students. A whole continuum of services is considered from prevocational programming to placement and follow-up.

Job Placement and Adjustment of the Handicapped: An Annotated Bibliography, compiled by Carol P. Knowle, the National Center for Research in Vocational Education, Ohio State University, 24 pages, 1979, $3.75, Stock No. 017-080-01970-1.

This annotated bibliography includes journal articles and project and study reports. It is directed to special educators and vocational educators to provide them with bibliographic references on job placement and career adjustment for persons with various disabilities.

Handbook of Job Analysis for Reasonable Accommodation, 17 pages, 1982, $3, Stock No. 006-000-01285-0.

This booklet focuses on a job analysis process which can be used to plan and select appropriate actions necessary to accommodate handicapped individuals in specific jobs and work environments.

Law and Disabled People: Selected Federal and State laws Affecting Employment and Certain Rights of People with Disabilities, 167 pages, 1980, $6.50, Stock No. 040-000-00432-7.

This guide offers comprehensive coverage of the laws and rights relating to handicapped individuals. Major areas covered include architectural accessibility and barrier removal, rights in education and employment, and laws on transportation and housing. A breakdown of laws by state is included.

Occupational Outlook Quarterly, Spring 1982, $4.50.

This issue of *Occupational Outlook Quarterly* includes a 34 page section entitled "The Job Outlook in Brief," based on the *Occupational Outlook Handbook,* 1982-83 edition. It provides a quick rundown on more than 250 occupations, including information about the number of workers employed in 1980, the range of employment growth expected between 1980 and 1990, and a summary of the prospects for employment through the 1980's, with an index to the "Brief."

Project Skill: Strategies and Techniques, 19 pages, 1978, $1.75, Stock No. 029-000-00330-1.

This report of a highly successful employment project implemented in the Wisconsin state civil service system is offered as a model for other states. The project included many different components, such as job development, recruitment and screening, training, supervisor and coworker orientation, and follow through.

Provisional Estimates of Social, Economic, and Housing Characteristics, 150 pages, 1982, $6.50, Stock No. 003-024-03626-6.

This is a supplementary report of the data from the 1980 Census of Population and Housing. It includes demographic data gathered in response to the two disability related questions that were part of the "long form" sent to about 20% of the population. The questions related to work disability and transportation disability.

Work Disability in the United States: A Chartbook, 42 pages, 1980, $4.50, Stock No. 917-070-00360-5.

This booklet includes data from the 1978 Survey of Disabled Adults which was collected from a sampling of 12,000 persons. It reports on numbers of adults of working age who were limited in their ability to work due to a chronic health condition or impairment by major geographic region, marital and income status, and major disabilities.

The following publications, available from local Internal Revenue Service offices, are revised in November of each year to reflect any changes in policy or procedures for filing tax returns:

New Initiative Benefits: Business and Workers, Publication No. 535.

This brochure describes incentives for private sector employers who hire disabled persons and other targeted groups. Programs covered include the Targeted Jobs Tax Credit and On the Job Training Programs, which provide reimbursement for training costs.

Targeted Jobs and WIN Credits, Publication No. 906. See entry entitled "Tax Benefits for Employers of Disabled Persons."

The regulations governing both Targeted Jobs and WIN Credits are explained and examples for figuring the amount of credit available to employers are provided.

Tax Information for Handicapped and Disabled Individuals, Publication No. 907.

Targeted Jobs Tax Credits for employers and deductions for barrier removal in businesses are explained in this comprehensive publication. Regulations and examples concerning these two laws and many others relating to disability are covered. This booklet also explains how to access information and assistance services provided to deaf persons via TDD.

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